



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

* VACANCY ANNOUNCEMENT*
NO. 2016-04

Position: **COURTROOM MANAGER**

Terms of Employment: Full-time, Excepted Service permanent appointment

Classification Level: Court Personnel System, CL 25-27
Table N6 - Hawaii
Starting salary, dependent on qualifications and court budget
Grade: CL 25-27, steps 1-61; Salary range: \$44,834 - \$88,168
**Salary noted above includes 12.05% Hawaii Cost of Living Adjustment (COLA).*

Position Location: Office of the Clerk
United States District Court
Prince Kuhio Federal Building and U.S. Courthouse
300 Ala Moana Boulevard
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration for applications received by 5:00pm on July 25, 2016.

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time **Courtroom Manager** position.

The Courtroom Manager (CRM) is responsible for managing cases for district and magistrate judges and providing a full range of courtroom services to ensure timely judicial process for litigants. The job entails a high level of knowledge and complexity regarding courtroom operations.

REPRESENTATIVE DUTIES:

- Manages judge's cases by calendaring and regulating their movement; monitoring the filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Keeps the judge and immediate staff informed of case progress.
- Attends court sessions and conferences. Facilitates the orderly flow of proceedings including, but not limited to, setting up the courtroom, electronically recording in-court proceedings, assuring the presence of all necessary participants, and managing witnesses and exhibits. Takes notes of proceedings and rulings and prepares and docket minute entries and other documents in the Case Management/Electronic Case Filing (CM/ECF) system.
- Drafts orders and judgments for the judge's approval, including judgment and commitment orders. Dockets orders, pleadings and judgments as directed by local court policy, utilizing applicable automated systems.
- Informs the jury clerk of upcoming trials and the need for jurors. Assists the judge and parties in jury selection and maintains records of jury selection and attendance. Maintains contact with counsel during deliberations.
- Acts as liaison between the Clerk's Office, the bar, the public, and the judge to ensure that cases proceed efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

- Perform other related duties or special projects, as assigned.

SALARY AND QUALIFICATIONS:

Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-25 level, applicants must have a minimum of one year of specialized experience equivalent to work at CL-24. At the CL-26 level, applicants must have a minimum of one year of specialized experience equivalent to work at CL-25. At the CL-27 level, applicants must have a minimum of two years of specialized experience, including one year equivalent to work at CL-26.

Specialized experience is progressively responsible work experience such as that obtained in a court, legal or related field which demonstrates the particular knowledge, skills and abilities to successfully perform the duties of the position and involves the routine use of automated software and equipment for word processing, data entry, or report generation; and strong oral and written communication skills.

Preferred Qualifications: Federal court calendaring and courtroom management experience; knowledge of federal rules and procedures, and electronic case management and filing (CM/ECF) experience are highly desired.

Candidates must also demonstrate: A consistent past employment record; experience in dealing with complex assignments; a demonstrated ability to think through, analyze, and interpret written communications; ability to prioritize tasks and meet deadlines; superior oral and written communication skills; strong interpersonal skills; ability to adhere to the *Code of Conduct for Judicial Employees* and court confidentiality requirements; a professional demeanor and appearance appropriate for a court environment. This position may involve outer island or out-of-district travel.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Employees of the United States District Court serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to benefits similar to those of other federal government employees. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit. The U.S. District Court is not authorized to reimburse candidates for interview or relocation expenses.

APPLICATION PROCESS:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit ALL of the following documents in ONE PDF format:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous;" and
- 4) Three professional references with contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Due to the volume of applicants, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

Please submit as one PDF via email to: careers@hid.uscourts.gov with subject line:
VA 16-04 CRM (your name).

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER